
DEPARTMENT OF LAW



CITY ATTORNEY

MISSION STATEMENT

To represent the City, School Board and other boards and commissions in all legal matters.

DEPARTMENT OVERVIEW

The department successfully defends the City in all litigation, prepares sound legislation for consideration by City Council, and provides impartial advice.

BUDGET HIGHLIGHTS

The Department of the City Attorney's FY2005 Operating Budget represents an increase of \$134,300 from FY2004 to FY2005 due to changes in personnel costs. The budget includes funds to maintain current service levels.

The City Attorney's Office works to minimize the City's exposure to unnecessary claims and litigation. The department will successfully defend the City in all litigation, prepare sound legislation for consideration by City Council, and provide impartial advice to all who seek support.

KEY GOALS AND OBJECTIVES

The City Attorney's Office is to successfully defend the City, School Board, and other boards and commissions in all litigation as well as to prevail in all suits instituted by the City. The department also provides all who seek our counsel and support with professionally correct, impartial, timely, innovative and understandable advice and service with due consideration for the client's needs. The desired result recognizes that we are all in service to the City.

PRIOR YEAR ACCOMPLISHMENTS

Negotiated and prepared all contracts, prepared all ordinances and selected state statutes and other instruments in writing for the City, School Board, and other boards and commissions; handled all civil litigation for the City, School Board, and other boards and commissions; prosecuted criminal violations of all City ordinances; rendered such opinions as were required by the director of any department or any officer of a board or commission of the City on matters of law involving their respective powers and duties; and provided such other advice and support as needed.

From January 1, 2003, through December 31, 2003, the City Attorney's Office collected \$2,746,382. The collection activity takes less than ten percent (10%) of the City Attorney's time yet recovers virtually all of its expenses. The much greater contribution lies in the provision of defense and advice.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	2,188,453	2,287,279	2,624,300	2,759,200
Materials, Supplies and Repairs	25,275	70,359	71,800	71,200
General Operations and Fixed Costs	170,954	166,409	348,300	348,300
Equipment	36,780	154	0	0
All- Purpose Appropriations	26,554	16,795	44,700	44,700
TOTAL	2,448,016	2,540,996	3,089,100	3,223,400

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
Negotiate and prepare all contracts, prepare all ordinances and proposed state legislation and other instruments in writing for the City, School Board, and other boards and commissions; handle all civil litigation for the City, School Board, and other boards and commissions; prosecute criminal violation of all City ordinances, violations of all City ordinances; render such opinions as may be requested by any department or any officer of a board or commission of the City; and provide such other advice and support as needed.	2,540,996	3,089,100	3,223,400	34
TOTAL	2,540,996	3,089,104	3,223,400	34

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Assistant City Attorney I	LAW01	48,017	76,347	4		4
Assistant City Attorney III	LAW03	65,926	104,823	2		2
Business Manager	MAP08	40,768	65,170	1		1
Chief Deputy City Attorney	SML12	86,081	134,846	1		1
City Attorney	CCA03	121,375	192,987	1		1
Claims Adjuster II	MAP08	40,768	65,170	1		1
Deputy City Attorney I	LAW09	72,245	114,870	3		3
Deputy City Attorney II	LAW10	77,347	122,982	5		5
Legal Administrator	MAP11	49,300	78,815	1		1
Legal Assistant	OPS12	35,790	56,368	1		1
Legal Executive Coordinator	MAP09	43,400	69,344	1		1
Legal Secretary I	OPS08	25,968	40,899	3		3
Legal Secretary II	OPS10	30,430	48,644	5		5
Messenger/Driver	OPS03	17,757	28,390	1		1
Criminal Docket Specialist	OPS10	30,430	48,644	1		1
Paralegal Claims Investigator	OPS12	35,790	57,213	1		1
Senior Deputy City Attorney	SML11	81,594	129,734	1		1
Support Technician	OPS06	22,243	35,559	1		1
TOTAL				34	0	34

This page left blank intentionally